

## **Management Department Bylaws**

Approved by

Management Department Faculty

*Approved November 19, 2018*

### **Preamble**

The department and the conduct of its business shall be carried out in the context and spirit of its mission, vision, and values, as specified by the Department Faculty Forum (described below). In doing so, the department of management recognizes and adheres to the UTSA Faculty Code of Ethics, including its provisions around collegiality (e.g., “As colleagues, professors refrain from personal vilification; threatening, intimidating, or abusive language; or conduct that creates a hostile work environment. As a community of scholars and teachers, faculty members have an obligation and affirmative duty to encourage the success of their colleagues”<sup>1</sup>).

### **Article I**

#### **Management Department Faculty Forum**

##### **A. Purpose**

1. The Department Faculty Forum is the governing body of the department and consists of all full-time faculty. However, voting membership of this committee varies depending on the issue under consideration.
2. The purpose of the Management Department Faculty Forum is to assist in governance activities consistent with the Rules and Regulations of the Board of Regents of the University of Texas System. Chapter IV, Section 2.1 states that the institutional faculties shall have a major role in the following areas:
  - a. General academic policies and welfare
  - b. Student life and activities
  - c. Requirements of admission and graduation
  - d. Honors and scholastic performance generally
  - e. Approval of candidates for degrees
  - f. Faculty rules of procedure

##### **B. Voting Membership**

1. For matters involving the undergraduate curriculum, policies and welfare, and student life and activities, voting members of the Management Faculty Forum will include:
  - a. Full time faculty holding at least a 50% appointment in the Department of Management, College of Business, with the title of Professor, Associate

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<sup>1</sup> The complete UTSA Faculty Code of Ethics can be viewed at:  
<http://provost.utsa.edu/home/faculty-code-of-ethics.asp>

- Professor, Assistant Professor (including full, associate and assistant Professors in Practice), Senior Lecturer, Lecturer III, Lecturer II, Lecturer I, or Instructor.
- b. Other faculty nominated by a Department of Management member and approved by the voting membership of the Management Faculty Forum.
2. For matters involving the graduate program, voting members of the Management Graduate Faculty Forum will include tenured and tenure-track members of the department who have been designated as doctoral faculty. The department's Graduate Faculty Forum constitutes the Doctoral Program Committee for the PhD program in Management and Organizations (see more details below). Nonvoting members of the Management Department Faculty Forum may include others holding faculty appointments in the College of Business.
  3. Nonvoting members have the privilege to attend and speak at meetings, but they may not vote. Nonvoting members can include those holding Emeritus appointments, visiting appointments, Adjunct appointments, or faculty holding joint appointments with other UTSA Colleges where the College of Business portion of the appointment is less than fifty percent. Others, such as staff, students, or members of the larger community, may be invited to attend and speak at meetings, but they may not vote.

C. Powers and Responsibilities

1. The department encourages its faculty members to achieve a balance in their commitments to teaching, research, and service, all of which are integral and necessary parts to its mission. All members of the Department share in the responsibility for its success.
2. The Management Department Faculty Forum shall provide oversight for Management Department undergraduate and graduate activities relating to the role attributed to faculty by Chapter IV, Section 2.1 of Regent Rules. It shall receive, review, hear, approve, and forward recommendations to the Management Department Chair or appropriate governing body. In addition, the Management Department Faculty Forum shall:
  - a. Establish rules for the conduct of its business.
  - b. Establish committees and assign functions and responsibilities to such committees.
  - c. Approve or disapprove proposals for changes in its own Bylaws and Rules and Regulations.
  - d. Approve or disapprove the addition and removal of Management Department undergraduate degree programs and minors and concentrations within the Management Department and make appropriate recommendations about them through the appropriate channels.
  - e. Approve or Disapprove undergraduate course changes or courses proposed to be offered for credit by the Department of Management and make appropriate recommendations about them through the appropriate channels.

- f. Determine, on the basis of academic work, when and if students are to be recommended for undergraduate degrees and make appropriate recommendations about them through the appropriate channels.

The Department of Management's Graduate Faculty Forum shall establish, consider, set, approve, determine, and recommend, as applicable, measures pertaining to the items described in sections "a" through "f" above as they apply to graduate degrees.

3. Members of the Department Faculty Forum shall have the opportunity to submit written issues to the Management Department Faculty Forum regarding issues of concern or interest to be considered either by an ad hoc committee or at the general meeting.

D. Department Faculty Forum: Officers and Their Duties

1. The Faculty Forum and the Graduate Faculty Forum shall be presided over by the same set of officers determined by the Department Executive Committee (see below).
2. Only department members who are also Graduate Faculty are eligible to hold office.
3. Officers shall be elected annually at the fall meetings of the Forum and shall serve from January 1 until December 31 the following year.
4. The officers of the Faculty Forum and their duties shall be:
  - a. *Chair*: The Department Chair shall be the presiding officer of the Management Department Faculty Forum. In the absence of the chair, the Department Executive Committee shall appoint a tenured member of the faculty to serve as chair of the Management Department Faculty Forum meeting. In the absence of an appointment by the executive committee, the department may elect an acting chair for the purposes of the committee meeting.
  - b. *Secretary*: The Secretary shall be responsible for providing a record of Faculty Forum meetings and actions. Recording or transcription methods may be used in which case the Secretary will be responsible for ensuring that the record presents a fair and accurate account of the proceedings. The Secretary shall maintain a current list of Faculty Forum voting members and shall determine prior to any meeting the number necessary to constitute a quorum. A record of meetings and proceedings shall be maintained in the office of the Chair of the Department of Management and be available during business hours for reading by members of the Management Department faculty.
  - c. *Parliamentarian*: The Parliamentarian shall rule on matters of procedure at Faculty Forum meetings and during the course of Faculty Forum voting and decision-making. Although the Department prefers a less formal approach to meetings and decision-making, the Faculty Forum shall follow Robert's Rules of Order to guide its procedures and decision-making processes.

E. Regular Meetings

The Management Department Faculty Forum shall conduct at least one regular meeting during each long semester.

F. Quorum

A quorum shall consist of two-thirds of the voting members of the Department Faculty Forum.

G. Notice of Regular Meetings

The Chair of the Management Department Faculty Forum shall distribute written notice or notice by e-mail for regular meetings of the Management Department Academic Committee to all members at least 15 business days prior to the scheduled meeting day.

H. Faculty Forum and Graduate Faculty Forum Agendas

1. The serving chair of Faculty Forum and Graduate Faculty Forum shall distribute a written agenda for meetings to all members at least five working days prior to the day on which a regular meeting is scheduled.
2. The agenda for regular meetings will include the following order of business:
  - a. Welcome and call to order
  - b. Review/approve minutes of previous meeting
  - c. Announcements by the Chair
  - d. Unfinished business
  - e. Committee reports
  - f. New business
  - g. Adjournment of Faculty Forum (or Graduate Faculty Forum)
3. Conduct of Business at committee meetings:
  - a. The regular order of business may be suspended by an affirmative vote of two thirds (2/3) of the members present.
  - b. Business of the Management Department Faculty Forum (and Graduate Faculty Forum) shall largely be conducted using normal parliamentary practices as described below. The primary means for voting will be secret ballot; however, voting may be conducted using the following procedures: voice vote, raised hand vote, roll call vote, written secret ballot, mail ballot, e-mail ballot or other electronic ballot. A motion shall carry with a favorable vote or a two-thirds majority of members voting for a voice vote; a two-thirds majority of members voting for a raised hand vote; a two-thirds majority of members voting for a roll call vote; a two-thirds majority of ballots cast for a written secret ballot; a two-thirds majority of ballots cast for a mail ballot; a majority of ballots cast for an e-mail ballot; or a two-thirds majority of ballots cast in other electronic form. A written secret ballot may be requested and obtained by any member of the committee. A written secret ballot request will have precedence over a roll call vote request. A motion for a mail ballot, e-mail ballot, or other electronic ballot is in order only after a motion has been made and seconded, but before the vote has been called for by the chair of the meeting. A favorable vote of fifty (50) percent of the voters present shall be sufficient to carry the motion for a mail ballot, e-mail ballot, or other electronic ballot. The secretary shall prepare the mail ballot, e-mail ballot, or other electronic ballot and send it together with brief summaries of arguments on both sides of the question to all voting members of the committee.

I. Special Meetings

1. Special meetings for the Management Department Faculty Forum may be called by:

- a. The Chair of the Management Department Faculty Forum.
- b. A majority vote of the members of the Management Department Faculty Forum
- c. A petition signed by at least one-third of the voting Management Department Faculty Forum members. Requests for a special meeting shall be made to the Committee Chair. The Chair and the Secretary shall determine whether the criteria for calling a special meeting are met. In principal, the intent is to provide as much notice as possible prior to the holding of a meeting. The Chair shall distribute written notice or notice by email and distribute the agenda to committee members at least five working days prior to the day on which the meeting is to take place.

J. Amendments to Bylaws

1. Members of the Management Department Faculty Forum may amend these bylaws by a two-thirds (2/3) vote of the tenured and tenure track voting members present. Such a vote may take place at a regular or special meeting, provided the call of the meeting shall have included a draft of the proposed amendment, together with appropriate explanatory materials, and shall have been presented to each member at least fourteen calendar days before the day of the meeting.
2. Votes on amending the Bylaws may be conducted by mail ballot, e-mail ballot or other electronic ballot, and the results of votes shall be forwarded to the voting members by the same medium that was used for voting. When such a process is used amendments will be adopted upon approval by two-thirds of the voting members. A copy of the proposed amendment, together with appropriate explanatory materials shall be presented at least fourteen calendar days preceding such a process.

K. Editorial Changes

When the Management Department Faculty Forum approves a change to the bylaws, such changes must be incorporated into this document and it shall be the duty of the recorder upon direction of the chair to cause the appropriate editorial changes to be made. The Chair will also notify the faculty about editorial changes. Amendment dates will be noted at the beginning of the Bylaws document. The Chair shall ensure that an up-to-date copy of the Bylaws is available in the Management Department office.

L. Parliamentary Practice

The rules contained in the most recent edition of Robert's Rules of Order Newly Revised shall govern the Department Faculty Forum and Department Committees. These rules shall apply in all cases to which they are applicable, and in which they are not inconsistent with these Bylaws or an special rules of Faculty Forum.

## Article II Department of Management Committees

### A. Department of Management Committees

1. Within their areas of responsibility, the development of policies and recommendations for the governance of activities in the Department of Management shall be the concern of the following committees:
  - a. Executive Committee
  - b. Undergraduate Programs Committee
  - c. Doctoral Program Committee
  - d. Department Faculty Review Advisory Committee

2. Department Executive Committee

- a. *Membership and Term of Office:* The Department Executive Committee shall be composed of one tenured Professor, one tenured Associate Professor, one tenure track Assistant Professor and one non-tenure track faculty member determined by the voting members of the department's Faculty Forum from their respective members. That is, the Professors shall determine their representative, Associate Professors their representative, Assistant Professors their representative, and the non-tenure track faculty their representative.

Each member shall serve a term of two years. The department chair and assistant department chair shall serve on the committee ex-officio without vote.

- b. *Officers:* The members of the Executive Committee shall elect a chair.
  - c. *Responsibilities:* The Executive Committee shall meet with the department chair on matters considered to be important to the faculty and represent faculty issues to the department chair. These issues may include, but not be limited to, the department's research goals and initiatives, discussion of the department budget, the allocation of resources, including faculty hiring and merit money, and other issues affecting faculty and their role in shared governance of the department. The views and decisions of the Executive Committee, as they pertain to the powers and responsibilities of the Department of Management Faculty Forum outlined in these bylaws, shall not be binding upon the Department of Management Faculty Forum but shall serve as consultative recommendations for consideration by the Faculty Forum.

The Executive Committee shall be responsible for overseeing the department's faculty annual review process and for the recommendation of faculty members from the Department of Management to appointment to the Graduate Faculty of the University of Texas at San Antonio.

3. Undergraduate Programs Committee

- a. *Membership:* The Undergraduate Programs Committee shall be composed of three (3) voting members of the Department of Management Faculty Forum, elected annually by the voting members.

Each member shall serve a term of two years.

- b. *Officers:* The members shall determine a chair each year. The Chair of the Department Undergraduate Programs Committee shall also serve as the Department representative on the College of Business Undergraduate Programs Committee.
- c. *Responsibilities:* The Department of Management Undergraduate Programs Committee shall engage in activities to ensure the highest academic quality for all Department of Management undergraduate programs to include the following:
  - 1. The Department of Management UPC shall implement an assurance of learning program for all undergraduate degree, major and certificate programs within the department. In support of the assurance of learning program the Department of Management UPC shall develop and recommend program goals and student learning outcomes.
  - 2. The UPC shall develop and maintain assessment plans for all programs and review assessment results. The UPC shall develop improvement plans based on assessment results and relevant information and monitor the implementation of all program improvements.
  - 3. The UPC shall routinely review the requirements for all Department of Management undergraduate programs and recommend changes when appropriate.
  - 4. The UPC shall remain informed of current accreditation rules of the AACSB and other appropriate accrediting bodies. It shall determine the adequacy of programs and course offerings.
  - 5. The UPC shall review and recommend new courses for inclusion in the undergraduate catalog. It shall also recommend revisions to catalog descriptions of current undergraduate courses.
  - 6. The UPC shall recommend academic policy changes required to ensure successful conduct of department undergraduate programs. Additionally, the UPC may participate in additional activities as assigned by the Faculty Forum related to student recruitment, admissions, retention, advising, placement, and alumni relations.

All UPC recommendations and proposals shall be forwarded to the Department of Management faculty forum for appropriate consideration and disposition.

4. Doctoral Program Committee

- a. *Membership:* The Doctoral Program Committee shall be composed of all tenured and tenure-track faculty of the department who have been designated doctoral faculty.
- b. *Officers:* The department's PhD Program advisor (i.e., Graduate Advisor of Record) shall serve as chair of the department's Doctoral Program Committee. The Chair of the Department Doctoral Program Committee shall serve as the

department representative on the College of Business Doctoral Studies Committee.

- c. *Responsibilities.* The Department of Management Doctoral Program Committee shall engage in activities to ensure the highest academic quality for the Department of Management doctoral program, including the following:
1. Evaluate and recommend admission of students,
  2. Specify the coursework students must complete,
  3. Define the qualifying examinations (written, oral, or both) the student must pass, and the conditions under which the student may retake all or part of a qualifying examination,
  4. Define the procedures the student must follow in developing a dissertation proposal,
  5. Evaluate and assess doctoral student progress, subject to the following guidelines:
    - a. Students should advance to candidacy by the end of the third year,
    - b. Students may extend the pre-candidacy period, subject to committee review, but must advance no later than the end of the fifth year
    - c. After students advance to candidacy, they have two years to defend their dissertation and complete the program
    - d. The committee will review the programs of students who have not completed the degree by the end of two years from admission to candidacy (and yearly thereafter). At those times, the committee may recommend additional coursework, further examinations, or termination of candidacy

*Ad-hoc sub-committees.* The Department Executive Committee, in consultation with the PhD program advisor, may appoint ad-hoc sub-committees, consisting of no fewer than (3) tenured and tenure-track faculty who have been designated doctoral faculty, to provide due-diligence and advice to the Doctoral Program Committee with respect to the committee's primary responsibilities outlined above.

5. Department Faculty Review Advisory Committee (DFRAC)

- a. *Membership:* The DFRAC shall be composed of all tenured faculty who are members of the Department Graduate Faculty Forum except as noted below for certain circumstances, such as promotion to full professor. The department chair shall not serve on the committee.

In cases of promotion to the rank of Professor, the DFRAC shall consist only of those who have achieved the rank of full Professor. If the department has fewer than (3) Professors who are able to serve, the department chair, in consultation with the department's Professors, may recommend the appointment of additional members from outside the department (but within the college of business) to the dean of the college.

The minimum number of members for all promotion and tenure cases shall be (3).



- b. *Officers:* Each May, the current chair of DFRAC shall convene a meeting of the committee to elect a new chair to serve during the subsequent academic year. Notification of the vote shall be sent to the department chair for communication to the offices of the dean (business) and provost.
  - c. *Responsibilities:* The committee shall review the performance of the faculty and advise the department chair on matters of:
    - 1. Promotion and tenure. The committee's promotion and tenure related activities (including third year reviews) shall be consistent with the policies and procedures provided in the UTSA Handbook of Operating Procedures (HOP) and the guidelines provided by the Vice President of Academic Affairs (Provost).
    - 2. Continuing Periodic Evaluation (CPE): The committee shall establish clear standards for and conduct Continuing Periodic Evaluations of tenured faculty.
6. Ad Hoc and Special Committees.  
The Management Department Faculty Forum may, from time to time, create special or ad hoc committees to address and report back on issues of concern or interest. Such special or ad hoc committees must be given a specific charge and a deadline by which the charge must be fulfilled. At such point the committee will be dissolved. In no case will the charge of any ad hoc or special committee conflict or overlap with the function of the Management Department Faculty Forum.

### **Article III Implementation**

These Bylaws shall be implemented by the department during the semester of their adoption.